

# Job Seeking Skills Workshops

## September 2015

★ **Midvale Employment Center**  
7292 S. State St. • Midvale

Register for  
reserved seating.  
Walk-ins  
welcome.



- Our workshops are designed to give you the skills necessary to succeed in a highly competitive job market.
- No-cost workshops are open to all job seekers.
- Register at [jobs.utah.gov](http://jobs.utah.gov), or speak with an employment counselor.
- Workshops start on time. Late-comers will be asked to reschedule.

### Job Seeking Skills

#### RESUMÉ WRITING:

Sept 8	9:00 AM–11:30 AM
Sept 14	1:00 PM–3:30 PM
Sept 22	1:00 PM–3:30 PM
Sept 28	1:00 PM–3:30 PM

#### INTERVIEWING SKILLS:

Sept 1	9:00 AM–11:30 AM
Sept 8	1:00 PM–3:30 PM
Sept 15	9:00 AM–11:30 AM
Sept 21	1:00 PM–3:30 PM
Sept 29	9:00 AM–11:30 AM

#### NETWORKING STRATEGIES:

Sept 15	1:00 PM–3:30 PM
---------	-----------------

#### \*LINKEDIN #1:

Sept 2	9:00 AM–11:30 AM
Sept 17	9:00 AM–11:30 AM

#### \*LINKEDIN #2:

Sept 10	9:00 AM–11:30 AM
Sept 30	9:00 AM–11:30 AM

#### RESUMÉ WRITING:

Learn how to write and design a cutting-edge resumé and cover letter or power up a current resumé to get that interview. This workshop is designed for customers who are ready to write a resumé and start actively job searching.

#### INTERVIEWING SKILLS:

Learn to be confident in an interview, research employers, market your skills and answer questions to enhance interview effectiveness.

**NETWORKING STRATEGIES:** Learn how to design and implement a networking plan.

#### LINKEDIN #1:

Learn how to sign up, complete and make your profile effective. We will teach what experts look for in a good profile.

*\*Prerequisite — must have basic computer and Internet navigation skills. Register first, as computers are limited.*

#### LINKEDIN #2:

Learn how to find and connect to others that can help you in your career. Find networking opportunities, get introductions, personal brand management and job search.

*\*Prerequisite — must have a current LinkedIn account and complete profile or have attended LinkedIn #1. Register first, as computers are limited.*

continued

Workforce Services • [jobs.utah.gov](http://jobs.utah.gov)



Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240.  
Individuals with speech or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.

# Job Seeking **Skills Workshops**

## September 2015

**September 2015** (continued)

★ **Midvale Employment Center**  
**7292 S. State St. • Midvale**

Register for  
reserved seating.  
Walk-ins  
welcome.



- Our workshops are designed to give you the skills necessary to succeed in a highly competitive job market.
- No-cost workshops are open to all job seekers.
- Register at [jobs.utah.gov](http://jobs.utah.gov), or speak with an employment counselor.
- Workshops start on time. Late-comers will be asked to reschedule.

Life Skills	
BUDGETING AND CREDIT:	
Budgeting - Sept 22	8:45 AM–12:00 PM - TIER 1
Credit - Sept 24	8:45 AM–12:00 PM - TIER 1
FINDING HEALTHY RELATIONSHIPS:	
Sept 9	9:00 AM–12:00 PM BREAK 1:00 PM–5:00 PM
STRENGTHENING THE COUPLE RELATIONSHIP:	
Sept 16	9:00 AM–12:00 PM BREAK 1:00 PM–5:00 PM
PARENTING WITH LOVE AND LOGIC:	
Sept 23	9:00 AM–12:00 PM BREAK 1:00 PM–5:00 PM

**BUDGETING AND CREDIT:** Learn how to budget, save, repay debt and build credit.

**FINDING HEALTHY RELATIONSHIPS:**  
 For singles of all ages—participants learn steps to building a high-quality, long-lasting relationship.

**STRENGTHENING THE COUPLE RELATIONSHIP:**  
 Designed for couples in committed relationships—learn to understand one another's differences, increase trust and dependability and develop a deeper commitment.

**PARENTING WITH LOVE AND LOGIC:**  
 Learn how to raise responsible children and have more fun—topics include ending power struggles, teaching responsibility, setting limits and preventing arguments, problem solving and completing chores without conflict.